

MINUTES
GREEN BAY HOUSING AUTHORITY
Thursday, May 15, 10:30 a.m.
1424 Admiral Court, Second Floor Reading Room
Green Bay, WI 54303

MEMBERS: William VandeCastle – Chair, (arrived at 10:43 a.m.), Sandra Popp - Vice Chair, Brenda Goodlet, Ann LaHaie, and Brad Hansen

OTHERS PRESENT: Robyn Hallet, Nikki Aderholdt, Kim Flom, Stephanie Schmutzer, Ka Vang, Noel Halvorsen

APPROVAL OF MINUTES:

1. Approval of the April 17, 2014, minutes of the Green Bay Housing Authority

A motion was made by B. Hansen and seconded by A. LaHaie to approve of the April 17, 2014, minutes of the Green Bay Housing Authority. Motion carried.

COMMUNICATIONS:

2. Memo from HAI Group from approximately May 2, 2014, regarding reimbursement for water main break at Mason Manor.

R. Hallet reported a claim was submitted to Housing Authority Insurance (HAI) Group for water main break back in January. The Authority received the reimbursement from HAI Group for \$2,516.00.

A. LaHaie made a motion and seconded by B. Hansen to receive and place on file. Motion carried.

OLD BUSINESS:

3. Update and possible action on the status of the loan made to NeighborWorks® Green Bay for the Armory project.

N. Halvorsen clarified that the Armory project is now called the Farmory project. He explained the project is an effort to develop an urban farm at 815 Chicago Street. NeighborWorks® Green Bay and partners have been working to assemble a team and grants. The Farmory project received a loan for \$90,000 from Neighborworks® America, which will be used for the removal of asbestos, a chimney and a boiler. NeighborWorks® Green Bay also requested a grant for \$175,000 and will receive the response regarding the status of the grant approval in June that will also provide funds for capital work on the building and some operating funds. They are assembling resources and forming partnerships to move this project forward.

N. Halvorsen gave some history on the project, explaining that years ago the City was looking to develop the neighborhood, so NeighborWorks® Green Bay became involved as a partner. Funds from both the Green Bay Housing Authority and the Redevelopment Authority were used on these properties. The Armory was intended to be used as a condominium, but over time that proved infeasible, so NeighborWorks® Green Bay has been trying to find other uses. NeighborWorks® Green Bay resolved half of the outstanding loan from GBHA by means of partial payment and some of it used for NeighborWorks® new office building. This is a community development project, which they envision will be economically sustainable in the long term and will in fact support other programs related to food and employment, but they do need community support during the start-up phase. He would like to speak to the Authority at a later date about the prospect of investing the GBHA's \$205,000 on a permanent basis. At this point, he is requesting that the Authority renew the loan on the same terms so that the project may continue once the contract maturity date arrives in June.

A. LaHaie made a motion, seconded by B. Goodlet to approve the contract extension for NeighborWorks® Green Bay.

B. Hansen asked if the development would occur within the next year, to which N. Halvorsen responded that is their hope. B. Hansen also inquired if this contract has been extended multiple years, which N. Halvorsen said it has, explaining that it has only been this year that there has been a viable project. The project is the best chance to renovate the building.

R. Hallet asked for a timeline regarding the project. N. Halvorsen responded that they will know in June if they've been approved for the second grant; next week there is a meeting to discuss a role the Urban Partnership Community Development Corporation may take in operating this project; there are a series of other meetings planned; once the team and the raw structure has been developed, the next step will be determining how much NeighborWorks® Green Bay will be able to get in terms of funding for the project, which they may know this summer, but the process may take many months to put together all the required materials. He explained since the media exposure about this project, there have been many people expressing interest in becoming involved, so it is starting to make real progress now.

S. Popp clarified that NeighborWorks® Green Bay is not only looking at outreach but an outcome by the end of possibly May 2015. N. Halvorsen stated his hope is that in a year they would be farming.

B. Hansen expressed some doubt about how realistic that is considering the building rehab that is needed. N. Halvorsen explained that the construction could happen this year. B. Hansen expressed that they still need to secure the funding before construction can begin. N. Halvorsen responded that if they have a viable business entity to operate the farm and it looks good to a lender, then it should be easy to get a bank loan to do the remodeling. He feels that they have good momentum and support to be able to pull this together

B. Hansen inquired how the GBHA loan was used.

N. Halvorsen stated the loan was used to acquire the building. NeighborWorks® Green Bay has been making annual interest payments on the loan but not making any principle payments.

S. Popp acknowledged that a motion and second was previously made. Motion carried.

NEW BUSINESS:

W. VandeCastle was now present, so took over chairing the meeting.

4. Approval to award Scattered Site Foundation Repairs Phase V to lowest responsive and responsible bidder, Andersen Basements, for \$67,685.

R. Hallet explained Andersen Basements was the only bidder that submitted a quote. Six or seven vendors did not submit a bid. Follow up with the vendors received a variety of answers that ranged from the work is out of the scope of what they can do and some of them realized from past quotes that they would not be able to be competitive. The price is within the estimated cost for each project.

W. VandeCastle requested an overview of what the actual work is.

R. Hallet explained the work includes doing excavation work on the properties to install drain tile to divert water away from the foundation. Originally twenty properties had been identified as needing this done and they have been completed in phases. Some of the properties have had water issues in the basement, which has caused flaking paint that has been an issue in the REAC Inspection.

W. VandeCastle inquired whether the properties have drain tiles already or will the concept be new to the properties. R. Hallet stated they are all new.

B. Hansen made a motion and seconded by S. Popp to approve the awarding of Scattered Site Foundation Repairs Phase V to Andersen Basements for \$67,685. Motion carried.

5. Approval to award Mason Manor Carpet Rolls and Installation to lowest responsive and responsible bidder, H. J. Martin and Son, Inc., for \$11,263.02.

R. Hallet explained the project needed to be bid again because the contract for the replacement of the carpet had reached its full extension. Two vendors' bids were very close. Purchasing completed several different calculations based upon the number of rooms previously replaced, the product and the cost of installation. H. J. Martin and Son, Inc. was slightly lower than L. P. Mooradian.

W. VandeCastle commented on the rate and the installation costs of both vendors and how close they were.

R. Hallet clarified the previous year six smaller units and six large units had carpet replacements. Future estimates are based upon the previous year's costs.

S. Popp inquired about the difference between a small and a large unit.

R. Hallet explained the units on the east side of the building are the small units and those on the west are the large units. N. Aderholdt also explained that on the first floor and floors six and higher each has two-bedroom units as well.

S. Popp made a motion and seconded by B. Goodlet to approve the awarding of Mason Manor Carpet Rolls and Installation to H. J. Martin and Son, Inc., for \$11,263.02. Motion carried.

6. Approval to award Mason Manor Lawn Mower to lowest responsive and responsible bidder, for an amount not to exceed \$18,000.

R. Hallet stated the due dates for the bids are May 28, 2014. She stated they would like to acquire the lawn mower as soon as possible so that it may be put to use. She requested if the Authority is comfortable with awarding the lawn mower purchase without knowing who the low bidder is due to the possibility of the cancellation of the June meeting.

W. VandeCastle inquired about the budget.

S. Schmutzer explained we have CFP funds in the amount of \$20,761 available. R. Hallet stated that the mower that the Authority is looking to purchase is around \$15,000, so the \$18,000 maximum requested for approval adds a cushion, although all needed accessories have been included in this bid.

W. VandeCastle inquired once the lawn mower is purchased, if it can be put to use immediately.

R. Hallet explained when equipment is purchased, it usually goes to the City garage for review prior to being used.

W. VandeCastle stated the concern is that they want to avoid a situation in which additional equipment will be needed for the lawn mower to be operable. K. Flom stated that a comprehensive review was completed before the bid went out to ensure all needed attachments were included in the bid request.

S. Popp made a motion and seconded by W. VandeCastle to approve the awarding of Mason Manor Lawn Mower to the lowest responsive and responsible bidder not to exceed \$18,000. Motion carried.

7. Discussion and approval of changes to Chapters 6-10 of Admissions and Continued Occupancy Plan.

N. Aderholdt stated she had previously emailed the Chapters with the changes and a summary is included in the packet. She noted there were not many significant changes except under Chapter 7, Verification. The hierarchy of the verification of assets and income was rearranged.

R. Hallet and N. Aderholdt clarified the EIV system as a system that HUD uses for income verification. It indicates a person's quarterly wages; however, wages are usually a quarter behind. It also indicates Social Security and SSI income.

N. Aderholdt noted Chapter 8 of the ACOP provided no language regarding rent changes, but she added that residents would be notified of new rent amounts through a rent adjustment letter.

S. Popp made a motion and seconded by B. Hansen to adopt the changes to Chapters 6-10 of Admissions and Continued Occupancy Plan. Motion carried.

8. Review and approval for the write-off of delinquent tenant accounts for fiscal year ending June 30, 2014.

S. Schmutzer stated an updated list of delinquent tenant accounts was provided. Staff feels these former tenants will not be quick to pay off their delinquent tenant accounts; therefore the best option for the Authority is to write-off the delinquent accounts and transfer them to TRIP.

S. Popp made a motion and seconded by W. VandeCastle to approve the write-off of delinquent tenant accounts for fiscal year ending June 30, 2014.

R. Hallet asked for clarification of the numbers provided on the bottom of the attachment for Mason Manor and Scattered Sites. S. Schmutzer clarified they are totals of the numbers from the top portion, which are previously approved write-offs and the second portion, which are the new write-offs requested. Motion carried.

9. July 1, 2014 – June 30, 2015 Budget.

A. Discussion and Approval of Operating Budget

S. Schmutzer noted there were not many significant changes to the budget. She explained the pages consist of Mason Manor, Scattered Sites, Central Office Cost Center (COCC), and Revenue Bonds and reviewed the layout of each page. She stated that 100% signifies no change in the dollar amount from the prior fiscal year, allocations over 100% signifies an increase in the dollar amount, allocations below 100% is a decrease in the dollar amount from the prior fiscal year budget amount.

S. Schmutzer pointed out that the cost for gas, electric, and water are unpredictable but are budgeted based upon average estimates.

B. Hansen inquired about other income. S. Schmutzer stated that for Mason Manor other income includes income from cell towers. She explained that they discovered that one of the cell towers' annual rent was paid twice and in talking to the auditors, it was agreed to consider it to be an advanced payment, therefore last year's numbers look skewed. She also pointed out that the Authority has transferred about \$25,000 from Mason Manor to Scattered Sites to help with cost due to Mason Manor having the additional revenue of cell towers, Scattered Sites not having an source for additional revenue. N. Aderholdt also indicated that Scattered Sites have a higher expense but lower income.

S. Popp made a motion, seconded by A. LaHaie to approve the operating budget. Motion carried.

B. Adoption of Resolution No. 14-03 Approving the Operating Budget for the Housing Authority of the City of Green Bay for the 12-Month Period Ending June 30, 2015.

S. Schmutzer noted Resolution No. 14-03 is to inform HUD that the budget has been approved

S. Popp made a motion and seconded by B. Goodlet to approve of the adoption of Resolution No. 14-03. Motion carried.

INFORMATIONAL:

N. Aderholdt reported the with the recent bedbug issue and cockroach infestations she has created lease addendums so infestations do not continue or become a larger issue; the addendums are a preventative measure. She has also created a Pest Control policy that will become effective when tenants move in and upon lease renewal for existing tenants.

A. LaHaie inquired whether a new tenant who moves into a Mason Manor unit that has been repeatedly infested with bedbugs will be held responsible for bedbugs in that unit. N. Aderholdt clarified that a unit will not be re-rented until the unit has been cleared as being free of bedbugs. Prior to a new resident moving in, the unit will be treated and carpet replaced if it had bedbugs. The Addendum will state that residents must be aware and conscientious that they could potentially run into a problem at Mason Manor with residents bringing in personal items and should also be conscientious of the items they are bringing into the building. Residents should report to management if they become aware of any issues with infestation so an inspection can be done. The addendums also requires residents to report any signs of an infestation, which gives GBHA the ability to take action against a resident if they fail to report it.

FINANCIAL REPORT AND BILLS:

S. Schmutzer highlighted that the financial report now has a line item for Committed Funds which is the elevator funds which were recently approved and transferred. This is also indicated on the summary page, providing two ways to track these funds.

Commissioners made some inquiries about the bills, which S. Schmutzer answered.

W. VandeCastle made a motion and seconded by S. Popp to approve the Bills. Motion carried.

B. Hansen made a motion and seconded by A. LaHaie to accept the Financial Report and place on file. Motion carried.

STAFF REPORT:

10. Langan Investigations report for the month of April.

R. Hallet noted there were zero applications for Scattered Sites and five for Mason Manor for which Langan Investigations completed background checks. One fraud investigation was completed.

S. Popp inquired about the results of the investigation. N. Aderholdt indicated it was substantiated.

W. VandeCastle further inquired whether the fraud investigation was a carryover from last month, which N. Aderholdt confirmed it was.

W. VandeCastle made a motion and seconded by B. Hansen to approve the Langan Investigations for the month of April and place on file. Motion carried.

11. Occupancy Report.

N. Aderholdt reported the current and upcoming vacancies and that there is a substantial waiting list.

S. Popp asked if the waiting list percentage was calculated with units designated as offline.

N. Aderholdt clarified that her calculations does not account for the units which are classified as offline; HUD's calculations are a slightly different because they exclude the offline units.

S. Popp made a motion and seconded by B. Goodlet to accept the May 2014 Occupancy Report and place on file. Motion carried.

12. Hiring of Summer Maintenance Help

R. Hallet stated that we employed summer help for the Maintenance Department the previous two summers and will continue with that again this year. Alex Charneski who was the previous year's summer help and will be helping us out again this year.

13. Resignation of previous Housing Intern and hiring of new Intern

R. Hallet stated the previous Housing Intern, Charlie, is no longer working for the City. With his departure, the Authority will be looking to hire a new Intern. One interview has been conducted and HR is currently doing a background check.

14. Discussion on date of June meeting.

R. Hallet stated she reviewed the schedule for June and no recurring issues will need to go on the June agenda. R. Hallet will be on vacation during the normal June meeting date. The options would be to have the meeting without her, to change the date of the meeting, or presuming that no time-sensitive issue arises, the June meeting can be canceled.

S. Popp and W. VandeCastle both voiced agreed that the June meeting can be cancelled unless an issue arises.

S. Popp made a motion to adjourn, seconded by W. VandeCastle. Motion carried.

Meeting adjourned at 11:25 a.m.

mny:rah:jd